

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **RECREATION AREA MANAGER**

DEPARTMENT: **RECREATION**

BASIC FUNCTION:

Under functional supervision, to plan, direct and coordinate an assigned recreational area; to be responsible for the operation, maintenance and scheduling of a recreation/community center facility or facilities; perform professional recreation work in the organization and supervision of full-time and hourly staff involved in City recreation programs; and perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Incumbents assigned to this classification are responsible for the overall management of programs assigned to an area, including responsibility for a recreation/community or senior center and/or park, and coordinating with other City departments for maintenance of the physical structure(s) and grounds. The incumbents also have additional responsibilities to assist in the development and planning of department wide policies, programs and procedures.

KEY RESPONSIBILITIES:

Manage a variety of City-wide recreation program activities for an assigned recreation area, including supervision of programs, staff and facilities' responsibility for a recreation/community center(s) and/or park.

Develop and administer the area programs budget; evaluate and recommend approval to meet staffing needs, and equipment, material and supplies requirements.

Assist in the development of goals, objectives, policies and priorities for the recreation department.

Implement department operating policies and procedures and monitor for compliance.

Supervise, train and evaluate a variety of regular and hourly staff providing skilled recreation leadership or instruction at recreation facilities.

Supervise the maintenance of efficiency and progress records.

Research and prepare reports and news releases.

Attend meetings and provide staff support to the Parks and Recreation or Senior Commissions, including the preparation and presentation of technical staff reports.

Respond to citizen complaints and requests for information.

Act as liaison with school district officials.

Determine use of contractors and supervise contract administration.

Coordinate recreation activities with other recreation areas, City departments and divisions, and with outside agencies.

Perform related duties as assigned or requested.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

Philosophy, principles, and practices of public recreation programs.

Major sports, games, and other recreational activities suitable for children, adolescents, adults, and senior citizens.

City of Carlsbad policies and rules related to recreational programs and general administrative practices and procedures.

Operation and scheduling of a recreation/community center facility.

Principles of supervision, training, and evaluation.

First aid method and safety precautions related to recreation settings, athletic fields, swimming pools, and senior citizen centers.

Ability to:

Plan, organize and coordinate the program activities of a recreation/community center.

Maintain the operation and scheduling of a recreation/community center facility.

Communicate clearly and concisely, orally and in writing.

Supervise a variety of recreational programs and instruct individuals and groups in recreational activities.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Supervise, train, and evaluate assigned staff.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a Bachelor's degree from an accredited college or university with major work in recreation or a related field.

Three years of professional experience involving the development and supervision of a variety of recreation programs for all age groups.

SPECIAL REQUIREMENTS:

Must meet State of California Tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code Section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors; and CA Penal Code Section 11165.9 requires responsibility to report suspected child abuse.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on

multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: 4-05-02